

[www.marylandcancerplan.org](http://www.marylandcancerplan.org)  
**CCC Core Planning Team Meeting**  
**March 19, 2002, 10am–12pm**  
**201 W. Preston St, Rm L-3**  
**MINUTES**

⇒ **Role of the Core Planning Team (Robert Villanueva)**

The role of the CPT is to provide strong direction and oversight to the activities of staff working on the development of the cancer plan.

⇒ **Evaluation Tool (Bowie Little-Downs)**

- Synopsis of last meeting, which was held February 5, 2002. Comments from the evaluation questionnaire included that most were satisfied with the meeting, the handouts were well-received, more participation is needed from everyone, personal/side discussions should be limited, and name tags would be helpful. Comments also suggested that the group liked the focus on race-adjusted disparity issues.
- Changes to the meeting format include the use of name cards, the addition of codes for agenda items (I = informational, D = discussion, and A = action), and the use of time frames for agenda items.
- Evaluation forms need to be completed at the end of each meeting. An electronic version of the form is available on the website under “Meeting Minutes”.
- Discussion around the distribution of materials via email. The group was in favor of continuing this practice. Staff suggested that if CPT members do not have changes or edits to materials, to send a reply email anyway, saying “no changes” or “accepted as-is”.

⇒ **Informational Updates (Robert Villanueva)**

- Introduction of new Program Coordinator, Kate Shockley.
- Discussion of the draft agenda for the Consensus Conference to be held October 16, 2002. This will be a forum for the various committees to report on their findings and recommendations. A 2-week comment period will be held after the conference to allow attendees to submit comments and suggestions via the website.
- Comments regarding the Consensus Conference agenda included:
  - where to focus on disparities,
  - each presenter following the same presentation outline for their respective cancer site,
  - strong speakers to present ideas for future directions at the end (possibly a legislator or Jon Kerner),
  - where to present the overview of the burden of cancer in Maryland and,
  - where to present the information from the Research committee.
- Concern about time constraints and whether we will have the expected work product in time for the Consensus Conference in October.
- Discussion around holding an event after the change in administration to introduce the new government to the planning process and goals of the cancer plan. Also, discussion of having a kick-off event for the plan once it's printed.

⇒ **Data (Carmela Groves & Frank Ackers)**

- Compilation of the graphs for incidence, mortality, staging, and behavioral risk factors has been completed for each cancer site. The draft is currently being reviewed by Dr. Diane Dwyer and minor adjustments are being made.
- The data will be presented alongside summary points, statistical notes, and terminology. A literature review relating to cancer surveillance will also be contributed.
- A teleconference is scheduled for tomorrow to discuss the formation of the Surveillance Committee.

- Discussion of review of the data by the SPORE groups (Specialized Program of Research Excellence). 1-2 individuals from the SPORE groups will review each data set and respond to a questionnaire prepared by us. This will allow the SPORE members to form summary points and list major issues.
- Discussion of who will be responsible for the presentation of the data to the committees. The group was in agreement that we should see if the SPORE reviewers are available to handle these presentations.
- It was suggested that we hire a graphics editor to handle the layout of the data sections of the plan.
- It was questioned if the data is county specific. Clarification was offered that regional examples have been incorporated as in past cancer plans and that county specific data will continue to be addressed in the annual cancer report.

#### ⇒ **Committee Progress (Kate Shockley)**

- In order to gain as much community and local health department involvement, a series of mass mailings was conducted to target groups.
- Individual recruitment is being conducted to fill in committees that have too few people or bulk up committees that need more diversity in membership.
- Update on the status of each of the sub-committees.
- Member suggestion for some brainstorming of organizations and individuals to contact for recruitment for each sub-committee.
- The website has three new features for committee and CPT use. Minutes from all meetings will be available in PDF format for easy access. A member log-in area will be used for the dissemination of committee materials. The meeting evaluation form can be electronically submitted (visit the Meeting Minutes web page at <http://www.marylandcancerplan.org/minutes.html>).

#### ⇒ **Regional Meetings (Kate Shockley & Robert Villanueva)**

- The state has been divided into 7 regions, each with an anchor county. Regional meetings will be held in these anchor counties from July 15- August 15. An extra meeting will most likely be held for the lower shore to garner support and involvement.